Create your presentation

Build your presentation

Create a new presentation	`Ctrl` + `N`
Select a theme	`Alt` + `G` , `H`
Select a slide layout	`Alt` + `H` , `L`
Insert a new slide	`Ctrl` + `M`
Duplicate the active slide	`Shift` + `Ctrl` + `D`

Copy selected text, object, or slide	`Ctrl` + `C`
Paste text	`Ctrl` + `V`
Insert a picture	`Alt` + `N` , `P`
Insert a shape	`Alt` + `H` , `S` , `H`
Save the presentation	`Ctrl` + `S`

Format your content
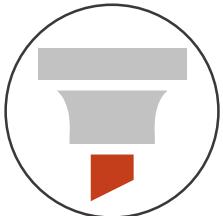
Open Design tab	`Alt` + `G`
Decrease font size	`Ctrl` + `Shift` + `,`
Increase font size	`Ctrl` + `Shift` + `.`
Bold text	`Ctrl` + `B`
Underline text	`Ctrl` + `U`

Italicize text	`Ctrl` + `I`
Send object to back	`Ctrl` + `Shift` + `[`
Bring object to front	`Ctrl` + `Shift` + `]`
Undo last action	`Ctrl` + `Z`
Insert hyperlink	`Ctrl` + `K`

Add touches

Open Transitions tab	`Alt` + `K`
Open Animations tab	`Alt` + `A`
Open Review tab	`Alt` + `R`

Check spelling	`F7`
Save the presentation	`Ctrl` + `S`

Deliver your presentation

Rehearse and record

Start the slideshow	`F5`
Show the Presenter view	`Alt` + `F5`
Play or pause media	`Ctrl` + `Space`

Set new timings while rehearsing	`T`
Re-record slide narration and timing	`R`

Control the presentation

Increase sound volume	`Alt` + `↑`
Decrease sound volume	`Alt` + `↓`
Mute sound	`Alt` + `U`
Scroll down one screen in Notes pane	`Ctrl` + `PgDn`
Scroll up one screen in Notes pane	`Ctrl` + `PgUp`

Scroll down one line in Notes pane	`Ctrl` + `↓`
Scroll up one line in Notes pane	`Ctrl` + `↑`
Go to next animation or slide	`N` or `Spacebar`
Go to previous animation or slide	`P` or `Backspace`
Go to a specific slide	`Slide#` + `Enter`

Focus audience attention
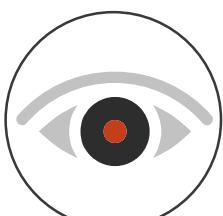
Start the laser pointer	`Ctrl` + `L`
Change pointer to an arrow	`Ctrl` + `A`
Change pointer to a pen	`Ctrl` + `P`
Change pointer to an eraser	`Ctrl` + `E`
Show or hide ink markup	`Ctrl` + `M`

Go to next hotspot on slide	`Tab`
Follow selected hyperlink on slide	`Enter`
Display a black screen	`B`
Display a white screen	`W`
End the slideshow	`Esc`